

Retention Incentive

An appointing authority may recommend an in-range salary increase of up to 10% of current salary to all employees in a job classification, within the agency-defined organizational work unit, for which documented salary non-competitiveness has been established.

		YES	NO
1.	Has the appointing authority submitted documentation to the Director documenting the reasons for requesting the retention incentive?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the duration of the project a minimum of twelve months (12)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the employee signed a letter of understanding which details the terms and conditions of the assignment, including at a minimum, the reason, duration and temporary upgraded salary?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” to question 1, the employee in the classification is not eligible.

STOP

If you answered “YES” to question 1, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

- A report of salary non-competitiveness evidenced by recruitment initiatives, number of qualified applicants, applicant contact results.
- Turnover rate and reasons for separation for the previous twelve (12) months.
- The number of filled and vacant positions in the organizational unit and the affected job class or classes.
- Any relevant compensation standards such as average, mean and/or median salaries, any recruitment initiatives the agency has used, the number of internal applicants and eligible applicants on the register(s) and contact results, and tenure in class for the employees in the job classification.

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D. 2. Retention Incentive) for full details regarding this action.